



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

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Enquiries: Ms. Dikeledi Madibo	20 September 2024
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EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

Directorate : Corporate Service
Post : Human Resource Officer
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Location : Frankfort

Qualifications and Experience

National Diploma in Human Resources - NQF Level 6. Computer Literacy, 2 Years in the relevant experiences in the position.

Duties and Responsibilities

Coordinates the key performance areas and specific outputs associated with the Human Resources Section (Employee Benefits) through administrating and ensuring legislative compliance and adherence to procedures and processes with regards to the Employee/ Council benefits, Leave administration, maintenance of basic conditions of service; facilitating and supporting the recording, updating, circulation and maintenance of information with regards to various personnel related activities, including recruitment and selection and payroll administration functions Coordinates specific Human Resources personnel functions associated with recruitment and selection for approved and funded vacant posts in the municipality, including termination through the application of laid down policies procedures and providing, seeking and presenting statistical staff establishment information on interventions and processes; including providing support on Job Evaluation, Organizational development and design; and provide administrative support in the preparation and implementation of the Employment Equity Plan.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the

South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above-mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Acting Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

Or

Hands deliver applications at:

Municipal Building

64 JJ Hadebe Street

Frankfort, 9830

Applications must be accompanied by a signed covering application letter, Application form (obtainable from our website) a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Me Dikeledi Madibo (HR Manager), Tel: 079 020 8159/0661026792

Closing date: 08thOctober 2024

Adv. M.F Lepheana

Acting Municipal Manager

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